

PARALEGAL STUDIES, Associate in Applied Science Degree - 5706

Business Studies Department

The Paralegal Studies AAS degree, which is approved by the American Bar Association (ABA), prepares students to work as paralegals assisting attorneys in law firms, corporate legal departments, insurance companies, title companies, federal, state or local courts and government agencies. **Paralegals may not provide legal services directly to the public, except as permitted by law.** This program is available at the Harrisburg and Lancaster campuses.

Career Opportunities

Graduates are likely to be employed in a variety of law-related positions including in private and corporate practice, government agencies, insurance companies, titles companies, federal, state, or local courts, and law libraries. Transfer options are available for students wishing to pursue their bachelor degree.

Competency Profile

This curriculum is designed to prepare students to:

- Demonstrate a mastery of legal terminology, substantive and procedural law, and ethical rules
- Conduct legal research and prepare legal memoranda and briefs
- Draft correspondence and litigation documents (complaints, answers, motions, discovery documents)
- Draft a variety of legal documents including, but limited to, bankruptcy schedules, divorce complaints, property settlement agreements, support calculations, wills, inheritance tax returns, corporate filings, fictitious name filings, deeds, HUD-1 settlement sheets.
- Identify and analyze the ethical issues that may arise for the paralegal
- Write and speak effectively
- Develop critical thinking and communication skills through the appreciate accomplishments in the arts and sciences

PROGRAM REQUIREMENTS (TOTAL CREDITS = 61)

General Education		Major Requirements		Other Required Courses	
ENGL 101 English Composition I	3	PLGL 102 Legal Research and Writing I***	3	Program Specific Electives****	18
ENGL 102 English Composition II	3	PLGL 104 Legal Research and Writing II	3	Open Elective	3
COMM 101 Effective Speaking	3	PLGL 105 Contracts	3		21
Humanities & Arts Elective	3	PLGL 201 Civil Litigation I***	3		
Mathematics or Science Elective*	3	PLGL 202 Civil Litigation II	3		
Social & Behavioral Science Elective**	3	PLGL 210 Paralegal Ethics and Professionalism	3		
First-Year-Seminar Elective - PLGL 101	3		18		
Wellness	1				
	22				

*Students cannot take MATH 100 to meet this requirement.

**Students are to select from the following: ANTH 101 or 205; COMM 253; GEOG 201 or 230; HIST 102; PSYC 229; or SOCI 201, 202, 203 or 205.

***Indicates courses that require a grade of C or higher.

****Students select program electives from the following courses: CJ 203, 212; PLGL 203, 204, 206, 207, 209, 211 and 251.

RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part-time students can complete this program by taking one or more courses each semester.

Fall Semester I		Spring Semester I		Fall Semester II		Spring Semester II	
COMM 101	3	ENGL 102	3	Math/Science Elective	3	Humanities/Arts Elective	3
ENGL 101	3	PLGL 102	3	PLGL 104	3	Open Elective	3
PLGL 101	3	PLGL 201	3	PLGL 202	3	PLGL 210	3
PLGL 105	3	Program Specific Electives	6	Program Specific Electives	6	Program Specific Electives	6
Social/Behavioral Science Elective	3	Wellness	1				